

50130-01
APPLICATION FOR RECORDS RETENTION SCHEDULE**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION****INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/24/85	1. Agency Address Georgia Ports Authority Administration Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 87-9	
Application Number 124		Date Received JAN 30 1985	Date Completed JAN 14 1987
2. Person to Contact Carol Moseley		Working Title Records Manager	Telephone Number (912) 964-3869
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1984 To Date		5. Records Series Title (followed by title used in office, if different) Closed Employee Suit File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Administration is responsible for the personnel, training, port police department, communications & reproductions, purchasing and storeroom, risk management, loss control and safety functions of the Georgia Ports Authority. Personally responsible for manpower planning, executive applicant screening and the management of budgetary documents for Administration Division. Is responsible for maintenance of all legal files pertaining to labor disputes. Reports to Executive Director.			
7. Record Series Description Documents relating to:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Employee law suits against Georgia Ports Authority. Included are: Legal documents provided by labor lawyer (duplicates), employee personnel files, all supporting documents.	
File is arranged:		Chronologically by occurrence of legal actions.	
8. Monthly Reference Rate One to six months old 0; Seven to twelve months old 0; Thirteen to twenty-four months old 0; twenty-five months and older 0?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ No annual growth; total of 2 boxes to date.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 50 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.
Must meet requirements of Policy 600-61-03 where eligibility for rehire may apply should record be destroyed. Any individual involved in a suit against the Port would never be considered for reemployment and therefore, must meet normal life span of employee.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other as needed then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 50 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	11/24/85		11/24/85
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	11/28/87
		Secretary of State/Designee	11/28/87
		Attorney General/Designee	11/28/87